CITY OF GRANTS PASS
COUNCIL AGENDA
August 17, 2015
11:45 a.m. City Council Workshop and
Special Council Meeting
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

Ward 1 ***Northwest Area***	***Ward 2*** ***Northeast Area***	***Ward 3*** ***Southeast Area***	***Ward 4*** ***Southwest Area***
Dan DeYoung	Lily Morgan	Ken Hannum	Mark Gatlin
Roy Lindsay	Rick Riker	Dennis Roler	Jim Goodwin

1. COUNCIL WORKSHOP:

   a. Travel, Tourism Annual Report
   b. Agenda review

2. ADJOURN THE COUNCIL WORKSHOP AND CONVENE THE SPECIAL COUNCIL MEETING:

   CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).
   Indicates short Staff presentation and Council comment.

   a. Resolution authorizing the City Manager to enter into a contract for the Portola Drive Overlays, Water Main and Pedestrian Path, a local government improvement project; Project Nos. TR6201/WA6253/LB6143. **Pgs. 1-6**

   b. *Resolution authorizing the City Manager to execute Task Order No. 19 with Carollo Engineers, Inc. for Webster Pump Station No. 1 design. **Pgs. 7-20**

   c. Motion allowing change of work hours for the Department of Human Services Building Project. 2101 N.W. Hawthorne Ave. **Pgs. 21-22**

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.

Item: Resolution authorizing the City Manager to enter into a contract for the Portola Drive Overlays, Water Main and Pedestrian Path, a local government improvement project; Project Nos. TR6201/WA6253/LB6143. Date: August 17, 2015

SUBJECT AND SUMMARY:

This project will consist of a grind and asphalt overlay to the Portola Drive road surface, replacement of two small sections of 2" water main in Portola Drive, Gene Lane and Waterman Lane and the installation of a pedestrian path through Portola (Eckstein) Park from Portola Drive to Riverside School.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goals to maintain, operate, and expand our **INFRASTRUCTURE** to meet community needs, **PROMOTE HEALTHY NEIGHBORHOODS** and **KEEP CITIZENS SAFE** by providing a smooth, safe road surface, replacement of substandard water main and installing an asphalt path to Riverside School.

CALL TO ACTION SCHEDULE:

A notice of intent to award letter was issued by the Engineering Division on July 31, 2015. City Council has 30 days to award the bid. Call to action schedule: August 17, 2015.

BACKGROUND:

This project will include grinding existing asphalt and placement of approximately 1900 tons of new asphalt on Portola Drive, replacement of approximately 154 lineal feet of 2" water main in Portola Drive, Gene Lane and Waterman Lane and the installation of approximately 280 lineal feet of 8' wide pedestrian path at Portola (Eckstein) Park from Portola Drive to Riverside School.

Bids for the work were advertised on the City's website, the Grants Pass Daily Courier, and the Daily Journal of Commerce. The bid opening for this project was July 9, 2015. Two bids were received, ranging from $246,352.80 to $261,516.60.

The lowest responsible bidder is Copeland Paving, Inc. at $246,352.80. This bid is below the Engineers Estimate of $275,699.00 and Staff recommends awarding the bid to Copeland Paving, Inc.

ITEM: 2.a. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE PORTOLA DRIVE OVERLAYS, WATER MAIN AND PEDESTRIAN PATH, PROJECT NOS. TR6201/WA6253/LB6143.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: This project is budgeted and funded under Project No. TR6201 in the Transportation Capital Construction Fund, WA6253 in the Water Capital Construction Fund and LB6143 in the Lands and Buildings Capital Construction Fund.

ALTERNATIVES:

1) The preferred alternative is to make the improvements to Portola Drive as proposed and award the contract to the lowest bidder; or

2) Reject all bids and delay the improvements to Portola Drive until a future date.

RECOMMENDED ACTION:

It is recommended the contract for the Portola Drive Overlays, Water Main and Pedestrian Path, Project Nos. TR6201/WA6253/LB6143. be awarded to the lowest responsible bidder, Copeland Paving, Inc.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the award of the contract for the Portola Drive Overlays, Water Main and Pedestrian Path Improvements.

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE PORTOLA DRIVE OVERLAYS, WATER MAIN AND PEDESTRIAN PATH, PROJECT NOS. TR6201/WA6253/LB6143.

WHEREAS:

1. The City of Grants Pass advertised and received 2 bids for construction of the Portola Drive Overlays, Water Main and Pedestrian Path; and

2. The bid from Copeland Paving, Inc., has been determined to be the lowest responsible bid, its bid is complete and responsive; and

3. The City of Grants Pass has sufficient funds for the project within the Transportation, Water and Lands and Building Capital Funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to contract with Copeland Paving, Inc. for a local government improvement project, the work as described in the contract documents entitled, "Portola Drive Overlays, Water Main and Pedestrian Path, Project Nos. TR6201/WA6253/LB6143" in the amount of $246,352.80, which the bid tab is attached to and incorporated herein as Exhibit 'A'.

EFFECTIVE DATE of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in special session this 17th day of August, 2015.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this _____ day of August, 2015 to be effective on the date indicated as adopted by the City Council.

_____
Darin Fowler, Mayor

ATTEST:

_____
Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney _____

EXHIBIT A

City of Grants Pass
Portola Drive Overlays, Water Main and Pedestrian Path
Project No. TR6201/WA6253/LB6143

	Bidder	City of Grants Pass (Engineers Estimate)		Copeland Paving, Inc.		LTM, dba Knife River Materials	
	Phone	101 NW A Street Grants Pass, OR 97526 (541) 450-6060		PO Box 220 Murphy, OR 97533 (541) 862-2390		PO Box 1145 Medford, OR 97501 (541) 770-2960	
	Fax	(541) 476-9218		(541) 867-7404		(541) 664-4567	
	Addenda Acknowledged	N/A		N/A		N/A	
	Bid Security	N/A		10% (1)		10% (2)	
Item No.	Portola Drive Overlays - Description of Item	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	**Mobilization,** move in of equipment and materials per APWA/ODOT Sec. 00210, complete.	1	LS	$5,000.00	$5,000.00	$6,400.00	$6,400.00	$14,652.80	$14,652.80
2	**Work Zone Traffic Control,** includes TCD, TCM and TCP per approved plans, M.U.T.C.D., and APWA/ODOT Sec. 00225 and 00225.90 (b), including 72 hour resident notification via door hanger, complete.	1	LS	$5,000.00	$5,000.00	$8,000.00	$8,000.00	$8,800.00	$8,800.00
3	**Erosion & Sediment Control,** per approved plans and APWA/ODOT Sec. 00280.00, Inlet protection, Dust Control, Sediment Fence, Biofilter Bags etc. as deemed necessary, installed complete.	1	LS	$1,000.00	$1,000.00	$400.00	$400.00	$800.00	$800.00
4	**Remove Existing Pavement,** per plans and per APWA/ODOT Sec. 00620 Cold Plane Pavement Removal, complete.	45,960	SF	$0.45	$20,682.00	$0.28	$12,868.80	$0.24	$11,030.40
5	**Asphalt Pavement,** ½" Dense, Level 2 Mix, 3" compacted thickness per APWA/ODOT Sec. 00744, placement of nonwoven geotextile fabric per manufacturers recommendation and per APWA/ODOT Sec. 02320, including tack coat, tack and sand sealing of all joints, complete.	1900	TN	$95.00	$180,500.00	$80.00	$152,000.00	$80.00	$152,000.00
6	**Major Water Valve Adjustment,** per GPSD No. 217, install new sleeve and City supplied valve box, complete.	15	EA	$750.00	$11,250.00	$350.00	$5,250.00	$525.00	$7,875.00
7	**Sanitary Sewer Cleanout Adjustment,** per GPSD No. 303. Remove vertical pipe. Install new pipe that extends into bonnet, complete.	3	EA	$1,000.00	$3,000.00	$500.00	$1,500.00	$685.00	$2,055.00
8	**Minor Manhole Adjustment,** per GPSD No. 312, complete.	4	EA	$300.00	$1,200.00	$500.00	$2,000.00	$710.00	$2,840.00
9	**Major Manhole Adjustment,** per Detail, Sheet TR1, complete.	2	EA	$1,500.00	$3,000.00	$1,500.00	$3,000.00	$1,850.00	$3,700.00
10	**Pre-Level,** as directed by Engineer, complete.	65	TN	$95.00	$6,175.00	$84.00	$5,460.00	$100.00	$6,500.00
	Total (Bid Items 1-10):				**$236,807.00**		**$196,878.80**		**$210,253.20**
Item No.	Portola Drive (Waterman and Gene Lane) Water Main Stubs - Description of Item	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	**Mobilization,** move in of equipment and materials per APWA/ODOT Sec. 00210, complete.	1	LS	$5,000.00	$5,000.00	$2,000.00	$2,000.00	$2,900.00	$2,900.00
2	**Work Zone Traffic Control, includes TCD, TCM and TCP** per approved plans, M.U.T.C.	1	LS	$2,000.00	$2,000.00	$3,500.00	$3,500.00	$2,225.00	$2,225.00
3	**Erosion & Sediment Control,** per approved plans and APWA/ODOT Sec. 00280.00, Inlet protection, Dust Control, Sediment Fence, Biofilter Bags etc. as deemed necessary, installed complete.	1	LS	$500.00	$500.00	$200.00	$200.00	$300.00	$300.00
4	**Asphalt Pavement Cutting for "T" Patch**, per approved plans and APWA/ODOT Sec. 00310, 00405.48(c) and 00290.20(c) (Hazardous Waste), complete.	316	LF	$2.00	$632.00	$3.50	$1,106.00	$3.15	$995.40
5	**Removal of Structures and Obstructions,** includes removal and proper disposal of existing AC, curb & gutter and sidewalk and saw cutting or other methods of cutting pavement, per approved plans and APWA/ODOT Sec. 00310.and 00291.20(c), (Hazardous Waste), complete.	1	LS	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$235.00	$235.00
6	**Asphalt Pavement,** ½" dense, Level 2 mix, 3" compacted thickness, for "T" patch for trench restoration, per APWA/ODOT Sec. 00744 and GPSD #107-A, installed, complete.	16	TN	$130.00	$2,080.00	$130.00	$2,080.00	$160.00	$2,560.00
7	**Concrete Street Valley Gutter (Match Existing),** per approved plans, GPSD #104-A and APWA/ODOT Sec. 00759, installed, complete.	20	SF	$25.00	$500.00	$18.00	$360.00	$32.00	$640.00
8	**8" Water Pipe and Fittings,** CI 52 Ductile Iron, per approved plans and, GPSD #304 and APWA /ODOT Sec. 00445. Includes pipe, fittings, valves, tapping sleeves, straddle blocks, trench excavation, bedding and backfill per GPSD #107 and APWA/ODOT Sec. 00405, installed, complete.	154	LF	$60.00	$9,240.00	$172.00	$26,488.00	$173.00	$26,642.00
	Total (Bid Items 1-8):				**$21,952.00**		**$37,734.00**		**$36,497.40**

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City of Grants Pass
Portola Drive Overlays, Water Main and Pedestrian Path
Project No. TR6201/WA6253/LB6143

	Bidder	City of Grants Pass (Engineers Estimate)		Copeland Paving, Inc.		LTM, dba Knife River Materials	
	Phone	101 NW A Street Grants Pass, OR 97526 *(541) 450-6060*		PO Box 220 Murphy, OR 97533 *(541) 862-2390*		PO Box 1145 Medford, OR 97501 *(541) 770-2960*	
	Fax	*(541) 476-9218*		*(541) 867-7404*		*(541) 664-4567*	
	Addenda Acknowledged N/A	N/A		N/A		N/A	
	Bid Security	N/A		(1) 10%		(2) 10%	
Item No.	Portola Drive Overlays - Description of Item	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Item No.	Portola Drive Pedestrian Path - School/Park Construction - Description of Item	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	**Mobilization,** move in of equipment and materials per APWA/ODOT Sec. 00210, complete.	1	LS	$1,000.00	$1,000.00	$2,000.00	$2,000.00	$1,440.00	$1,440.00
2	**Work Zone Traffic Control,** includes TCD, TCM and TCP per approved plans, M.U.T.C.D., and APWA/ODOT Sec. 00225 and 00225.90 (b), complete.	1	LS	$250.00	$250.00	$450.00	$450.00	$210.00	$210.00
3	**Erosion & Sediment Control,** per approved plans and APWA/ODOT Sec. 00280.00, Inlet protection, Dust Control, Sediment Fence, Biofilter Bags etc. as deemed necessary, installed complete.	1	LS	$250.00	$250.00	$100.00	$100.00	$210.00	$210.00
4	**Clearing and Grubbing**	1	LS	$5,000.00	$5,000.00	$1,500.00	$1,500.00	$945.00	$945.00
5	**Removal of Structures and Obstructions,** includes removal and proper disposal of existing AC, curb & gutter and sidewalk and saw cutting or other methods of cutting pavement, per approved plans and APWA/ODOT Sec. 00310.and 00291.20(c), (Hazardous Waste), complete.	1	LS	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$236.00	$236.00
6	**8' Wide Asphalt Pedestrian Path,** consisting of ½" dense graded level 2 HMAC, 2" thick on 6" of ¾" - 0 crushed rock base, installed, complete. Includes excavation and placement of non-woven Geo-textile fabric. Sub-base to be approved by Engineer prior to placement of crushed rock, per approved plans.	280	LF	$30.00	$8,400.00	$18.25	$5,110.00	$38.50	$10,780.00
7	Install 5' Sidewalk Ramp with Truncated Domes per GPSD. No. 101-A. Installed, complete.	90	SF	$6.00	$540.00	$12.00	$1,080.00	$10.50	$945.00
	Total (Bid Items 1-7):				**$16,940.00**		**$11,740.00**		**$14,766.00**
	TR6201 Portola Drive Overlays Total:				**$236,807.00**		**$196,878.80**		**$210,253.20**
	WA6253 Portola Drive Water Main Stubs Total:				**$21,952.00**		**$37,734.00**		**$36,497.40**
	LB6143 Portola Drive Pedestrian Path Total:				**$16,940.00**		**$11,740.00**		**$14,766.00**
	SUM OF EXTENDED TOTALS:				**$275,699.00**		**$246,352.80**		**$261,516.60**

Bids were opened 0730/2015 at 3:05 p.m. in the City Manager's Conference Room.

5

Item: Resolution authorizing the City Manager to execute Task Order No. 19 with Carollo Engineers, Inc. for Webster Pump Station No. 1 design.

Date: August 17, 2015

SUBJECT AND SUMMARY:

Consider a resolution authorizing the execution of Task Order 19 with Carollo Engineers, Inc. for the design of the replacement for Webster Pump Station No. 1.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of **Maintain, Operate and Expand Our Infrastructure to Meet Community Needs** by designing a replacement wastewater pump station in a fiscally sound, efficient, and regulatory compliant manner.

CALL TO ACTION SCHEDULE:

Webster Pump Station No. 1 is approaching 50 years old, does not meet current OSHA regulations, and due to its physical location (in the middle of the road through Reinhart Volunteer Park) is difficult to maintain. Underground construction in this area will be difficult due to groundwater conditions. It is preferable to construct this project in late spring, between the wet season and irrigation season. Design of the project needs to begin as soon as possible to meet this 2016 construction period.
Call to action schedule: August 17, 2015.

BACKGROUND:

On October 13, 2014 the City of Grants Pass and Carollo Engineers, Inc. entered into a 3 year Wastewater Master Services Agreement for Professional Engineering and Permitting Services (MSA). Under this MSA, a number of individual task orders will be assigned, negotiated and executed to undertake a variety of assignments on the City's wastewater system facilities.

A capacity analysis of the wastewater collection system was completed in February 2013. Webster Pump Station No. 1 was identified as being capacity deficient. The pump station is currently located below ground, within the Webster Road right-of-way in Reinhart Volunteer Park. The pump station is approaching 50 years old and does not meet current service and OSHA standards. The steel wall of the pump station is showing considerable corrosion on the inside of the pump station. It is unknown what level of deterioration exists on the outside buried side of the station. The electrical controls for the facility are outdated and need to be replaced. Under current codes the new electrical controls cannot be located within the pump station due to clearance

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ITEM: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER NO. 19 WITH CAROLLO ENGINEERS, INC. FOR WEBSTER PUMP STATION NO. 1 DESIGN.

Staff Report (continued):

BACKGROUND (continued):

requirements. Replacement of Webster Pump Station No. 1 is the number one priority of the Water Restoration Plant maintenance staff.

The recommended alternative from the predesign effort is to construct a new regulatory compliant pump station outside of the driving surface of Webster Road, north of the existing pump station.

Task Order No. 19 has been negotiated in an amount not to exceed $92,025 with Carollo Engineers, Inc.

COST IMPLICATION:

The maximum fee for Task Order No. 19 of $92,025 is available within the Wastewater Capital Fund under Project SE6240.

ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to execute Task Order No. 19 with Carollo Engineers, Inc. for the Webster Pump Station No. 1 design.
2. Council could decide not to approve the resolution and direct staff to work with Carollo Engineers, Inc. to revise the Task Order.
3. Council could decide to postpone the Webster Pump Station No. 1 design to a future date.

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to execute Task Order No. 19 with Carollo Engineers, Inc.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to execute Task Order No. 19 with Carollo Engineers, Inc. for Webster Pump Station No. 1 design.

RESOLUTION NO.

RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER NO. 19 WITH CAROLLO ENGINEERS, INC. FOR WEBSTER PUMP STATION NO. 1 DESIGN

WHEREAS:

1. On October 13, 2014 the City of Grants Pass and Carollo Engineers, Inc. entered into a 3 year Wastewater Master Services Agreement for Professional Engineering and Permitting Services; and

2. Webster Pump Station No. 1 is approaching 50 years old and does not meet current OSHA and service standards; and

3. The pump station is showing signs of considerable deterioration (structural and mechanical) and has electrical controls which need to replaced; and

4. Task Order No. 19 has been negotiated to provide professional services related to design of a replacement wastewater pump station for Webster Pump Station No. 1; and

5. The City of Grants Pass has sufficient funds for the Task Order within the Wastewater Capital Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to execute Task Order No. 19 with Carollo Engineers, Inc. for the work as described in Task Order No. 19, which is attached to and incorporated herein as Exhibit 'A', in the amount of $92,025.

EFFECTIVE DATE of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in special session this 17th day of August, 2015.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of August, 2015.

_____
Darin Fowler, Mayor

ATTEST:

_____ Date submitted to Mayor: _____
City Recorder

Approved as to form Mark Bartholomew, City Attorney _____

EXHIBIT A
SUPPLEMENT
MASTER SERVICE AGREEMENT FOR PROFESSIONAL
ENGINEERING AND PERMITTING SERVICES

City of Grants Pass

THE AGREEMENT made and entered into by and between the City of Grants Pass, Oregon and Carollo Engineers, Inc. dated October 13, 2014 is herewith amended as follows:

I

OBJECTIVE AND SCOPE OF WORK

The scope of professional services to be performed by the CONSULTANT shall be amended to include work outlined in the attached **Task Order No. 19 – Webster Pump Station No. 1 Design Services (City Project SE _____).**

II

PAYMENT

The CONSULTANT shall be paid by the CITY for any work completed in **Task Order No. 19 – Webster Pump Station No. 1 Design Services (City Project SE _____),** in accordance with the attached Scope of Work, a maximum fee of $92,025 in accordance with the attached labor resource spreadsheet attached as EXHIBIT "A". Payment shall be made in accordance with Section VI of the Master Agreement for Professional Engineering and Permitting Services.

III

TERMS AND CONDITIONS

All other provisions in the Master Agreement dated October 13, 2014, shall remain in full force and effect, unless they conflict with this task order.

In WITNESS THEREOF, the parties hereto have executed this Supplement as of the day and year written below.

CAROLLO ENGINEERS, INC.

BY: _____
H. Wayne Gresh, PE
Associate Vice President

DATE: _____

BY: _____
Brian Matson, PE
Senior Vice President

DATE: _____

CITY OF GRANTS PASS,
STATE OF OREGON

BY: _____
Terry S. Haugen, PE
Public Works Director

_____
Aaron K. Cubic
City Manager

ATTESTED: _____
Karen Frerk
City Recorder

DATE: _____

Approved as to form: _____
Mark Bartholomew, City Attorney

Task Order No. 19
Webster Pump Station No. 1 Design Services (City Project SE _____)

PROJECT DESCRIPTION

Webster Pump Station No. 1 was constructed in 1967[1] along with Webster Pump Station No. 2 to serve a low lying area west of the Water Restoration Plant (WRP). Webster Pump Station No. 1 receives flow from a 12-inch gravity sewer, lifts it approximately 6.3 feet (El. 891.52 to 897.79), and discharges back into the 12-inch gravity sewer. The pump station is located in the Webster Road Right-of-Way at the Reinhart Sports Park.

Webster Pump Station No. 1 includes a flow diversion manhole, wet well (manhole), buried pump dry pit, short force main, discharge manhole, power and SCADA systems, and ancillary appurtenances. The pump pit is equipped with two 7.5 HP vertical, non-clog centrifugal pumps with one providing duty service and the other in standby. The capacity of each pump is approximately 100[1,2] gallons per minute (gpm).

Capacity requirements for the pump station were evaluated in 2013[2]. The capacity required to convey existing flows without excessive surcharging of upstream sewers was estimated to be 215 gpm[2]. A capacity of 410 gpm is ultimately needed to serve growth in the service area at build-out conditions[2].

In addition to the capacity issues, the City has the following concerns with the existing pump station:

1. Access and Maintenance: Access to the buried dry pit was originally through a roof hatch located at grade. A vault section with vehicle rated access hatch was installed over the original roof hatch to accommodate fill constructed to improve Reinhart Sports Park. The double access hatch arrangement makes entering the dry pit using confined space entry procedures difficult. Confined space entry requires two staff for completing maintenance procedures. Additionally, access hatches/manholes are not lined up with the pumps, making removal of pumps difficult.

2. Corrosion: The pump dry pit steel housing is corroded on visual inspection. The wet-pit manhole has no signs of hydrogen sulfide corrosion on concrete and appears to be in good condition. However, long-term use of the pump dry pit would require significant restoration work. The original sewer was replaced by a 12" PVC sewer in the mid 1990's. The PVC sewer and manholes are in good condition.

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[1] Collection System Master Plan, Section 4 – Existing Collection System, Parametrix, 2004
[2] Technical Memorandum, Wastewater Collection System Capacity Analysis, Carollo, February 2013

3. Aged Equipment: The City replaced the impeller on one of the two pumps. The other pump has a worn impeller. The pump with the worn impeller discharges about one-third the capacity of the pump with the new impeller. Otherwise the pumps are in good condition.

4. Electrical and Control panels are of original vintage with controllers and other electrical equipment replaced. Continued use of the station requires electrical and control upgrades.

5. SCADA Communication: The SCADA equipment at the pump station is aged and nearing obsolescence. SCADA communication is currently through older hard wire telephone lines. Nuisance alarms occur which may be caused by shorting of wires. New SCADA communication via radio requires SCADA upgrades.

6. Maintenance Accessibility: The existing pump station is in the main roadway through the park. The City wishes to relocate to an area less intrusive or at least away from the roadway such that the operation and maintenance practices cause minimal disruption to park access.

An Alternatives Analysis and Concept Definition Memorandum, July 2015 was completed to identify a recommended approach that addressed system capacity deficiencies, replace aged equipment and systems, provide safe access for operation and maintenance personnel, and upgrade the pump station to meet current industry standards.

Alternatives for rehabilitation or replacement of the pump station were identified with a value analysis conducted to rank alternatives for cost, aesthetic, sustainability, and design function factors. Based on economic and non-economic ranking of alternatives, constructing a new submersible style pump station adjacent to the existing pump station such that the operation and maintenance will minimize disruption of activities in the roadway was recommended. This alternative was coordinated with the Parks Department personnel for locating the pump station. Based on the discussions, the new station would be located adjacent to the roadway in an existing grassed parking divider area immediately north of the existing Webster Pump Station No. 1. The electrical, control, and SCADA panels would be located near the wet well in vandal-resistant enclosures.

The proposed Webster Pump Station No. 1 Design Services project will consist of preparing design and construction documents to replace the existing pump station with a new pump station located adjacent to the roadway in an existing grassed parking divider area immediately north of the existing Webster Pump Station No. 1. The firm capacity of the pump station will be 215 gpm with a plan to meet future build-out flows of 410 gpm. The project aligns with Objective 3 (ensure sewer infrastructure needs are met) of City Council strategic goal to maintain, operate, and expand infrastructure to meet the community's needs.

SUSTAINABILITY CHARACTERISTICS OF THE PROJECT

Activities and policies to conserve energy and use it more efficiently save natural resources and money and help reduce greenhouse gas emissions. The following sustainability best practices related to energy conservation will be included in the project:

1. Selecting pumps that operate at the best efficiency point of their operating curve.
2. Using high efficiency pump motors.
3. Using LED light fixtures.

Forests, parks, agricultural lands and open space serve as "carbon sinks" by storing greenhouse gas emissions that otherwise contribute to climate change. The project will therefore strive to

preserve open space in Reinhart Sports Park and, as possible, increase forested area.

Activities that reduce use of carbon fuels reduce green house gas emissions and save natural resources. The following sustainability best practices related to reducing carbon fuels will be included in the project:

1. Upgrades will eliminate the need for confined space entry procedures to access to the pump station by operation and maintenance personnel. This will reduce the number of personnel required to travel to the site for routine operation and maintenance activities.
2. Teleconferencing will be used to review draft documents and for project coordination versus Carollo's engineers making trips from Portland to Grants Pass. This will reduce carbon fuel consumption.

Activities that reduce waste and recycle materials reduce the potential to generate methane at landfills, as well as reduce pollutants generated from transporting waste to disposal sites. Waste reduction and recycling activities also conserve natural resources. The following sustainability best practices related to waste reduction will be included in the project:

1. Submittals of draft documents will be in electronic format avoiding wastes associated with printing and mailing paper copies.
2. Pump station concepts will reuse existing facilities to the extent possible and account for recycling of demolished materials and construction materials.

SCOPE OF WORK

Under Task Order 19, Consultant will prepare design and construction documents to replace the existing station. Consultant shall perform the following task activities and provide the listed deliverables for the project:

Task Activities

Task 1 - Field Investigation

Complete field investigations near the beginning of the project to reflect the most recently collected field data. Coordinate data collection between the City and Consultant staff. Complete survey and geotechnical work on the site and pipeline alignments.

Subtask 1.1 Survey Services. Perform field survey and topographic mapping services.

Activities

1. Perform property research and complete field survey and mapping of the project site, suitable for design and construction documents. Establish horizontal controls and provide information for construction documents. Set project benchmarks.

City Input

- City will obtain rights of entry.
- City will locate and mark water, sanitary, and stormwater utilities before survey. Surveyor shall use one-call for locator.

Assumptions

- Datum is City of Grants Pass current datum.
- Surveyor will obtain horizontal and vertical control information.
- Survey will include all trees with trunk diameters greater than 4-inches.
- Survey will include all surface improvements and utilities to the limits of street rights of way as appropriate for pump station and pipelines.
- Locate and include geotechnical borings in base mapping.
- Topographic survey will be to 1-foot contour interval accuracy.
- Surface and invert elevations for all existing gravity stormwater and sewage systems manholes and catch basins within 200-feet of pump station will be surveyed and included in mapping.
- Project vertical control points (2) will be established and along each pipeline alignment.
- Survey documents will be recorded.
- Prepare base maps in Microstation

Deliverables

1. Topographic base plan sheet mapping for new Webster Pump Station No. 1 site.

Subtask 1.2 Geotechnical Investigation. Complete field exploration, pump drawdown test, geotechnical analysis, and a Geotechnical Interpretive Report for design of the Webster Pump Station No. 1.

Activities

1. Prepare an exploration and traffic control plan and provide the plan for review and approval by the City prior to scheduling and completing fieldwork.
2. Retain a driller, provide field supervision and traffic control, and perform field exploration and laboratory geotechnical services in support of design of Webster Pump Station No. 1.
3. Coordinate and supervise geotechnical borings at the pump station site for purposes of determining foundation and groundwater conditions relevant to the design.
4. Conduct laboratory tests to ascertain geotechnical engineering properties of the soil in the construction zones for the pump station. Control and dispose of drilling and laboratory waste.

5. Interpret geotechnical conditions and make recommendations for foundation support, trenching, trench support, dewatering, excavation, pipe bedding, backfill, compaction and restoration.

6. Prepare draft Geotechnical Interpretive Report.

7. Receive and respond to comments.

8. Assist the design team by answering questions during design.

9. Prepare final Geotechnical Interpretive Report.

City Input

- City will obtain rights of entry.

Assumptions

- One borehole will be drilled at the pump station site.
- Rights of entry and street use permits provided by the City.
- Boring location is accessible to truck-mounted drill rigs.
- Boring will be backfilled with bentonite chips and site restoration is limited to concrete patches in roadways.
- Drill cuttings will be drummed and disposed of off-site.
- Pump test water may be discharged across land at the site.
- No environmental analyses for contaminated soils will be performed prior to fieldwork. Provisions will be made for field screening, sampling, drumming, profiling, and disposal of hazardous materials if encountered in the drill holes.

Deliverables

1. Field exploration and traffic plan.
2. Field and laboratory reports.
3. Draft Geotechnical Interpretive Report.
4. Comment responses.
5. Final Geotechnical Interpretive Report.

Task 2 - Webster Pump Station No. 1 Construction Documents

Prepare design and construction documents for the Webster Pump Station No. 1 and associated pipelines. Prepare submittals for review by the City at the 50%, 90%, and Bid Documents stages of design completion.

Perform internal quality management during preparation of documents, and provide a formal, internal, coordinated review prior to submittal of the 90% documents.

Task Activities

1. Conduct Design CAMP®. Conduct a CAMP® workshop over a one-day period with City staff. Items to be evaluated/documented during CAMP® shall include: final pump station basis of design criteria; pump station requirements; control system and electrical design requirements; hydraulic design requirements; preliminary layouts, and key constructability and construction sequencing requirements.
2. *Prepare design drawings and specifications submittals.* Provide the following design submittals:
   - 50% submittal including all general sheets, structural and mechanical plan and section drawings, electrical/control block diagram, process and instrumentation diagram, and control description. Front end and major equipment specifications will be provided, along with piping and valve schedules, and control loop descriptions.
   - Internal QA submittal: The QA submittal will include all detail of a bid ready set of construction Contract Documents. It will be distributed only to the Carollo QA/QC team for review.
   - 90% submittal: the 90% submittal will include all detail of a bid ready set of construction Contract Documents, and shall contain all bid requirements, contract forms, conditions of the contract, specifications, and drawings. The 90% submittal will have the comments from the City and the QA/QC team addressed.
   - Final Bid Ready Contract Documents: Incorporate City and QA/QC checker review comments and prepare the construction Contract Documents for bidding the project.
   - Five sets of half-size design drawings and specifications will be provided for review and comment for each progress submittal. Progress submittals will also be made to DEQ as required to gain DEQ approval.
   - The City will provide a single, consolidated set up review comments for each progress submittal.
3. *Design Review Workshops*. Conduct conference calls at the 50%, and 90% design completion stages to review the design, construction cost, and schedule.
4. *Design Meetings*. An allowance for three interim meetings is included, which will be conducted to finalize P&IDs, control descriptions, electrical improvements, and mechanical/structural/operational features of the recommended improvements.
5. *Internal QA/QC Reviews*. Develop a formal QA/QC plan as part of the Project Procedures Manual prepared under the Project Management task. Perform internal QA/QC reviews at the major milestone dates using the senior review team identified in the project plan.

6. *Cost Estimates*. Provide an estimate of probable construction cost at the 50% and 90% design completion stages.

7. *Permitting*. Coordinate with DEQ officials as required to gain approvals needed to bid and construct the project. Provide the appropriate submittals for review by the permitting agencies.

City Input

- Receive and transmit design submittal documents to City staff for review.
- Manage and coordinate comments on submittal documents prior to transmittal to the Consultant.
- Comment on the design submittal according to the agreed schedule in the spreadsheet comment response form.
- Arrange for appropriate City staff to attend the design review workshop.

Assumptions

- IC time for design includes conversion of phone communication to radio based communication scheme to the main WRP. This conversion will be applicable for Webster Pump Station No. 2 as well.

Deliverables

1. Design drawings and specifications, as previously described. Drawings will be prepared in Microstation Version 8. The City will be provided final drawings in Microstation formats. Carollo CAD standards will be used.
2. Project specifications which will use the City's Division 0 specifications and Consultant's standard Division 1 and technical specifications using Microsoft Word.
3. Phone conferenced materials and minutes.
4. Cost estimates at each design milestone.

Task 3. Project Management

The objective of this task is to plan and execute the work in accordance with the schedule, budget, and quality expectations that are established in this scope of services.

Task Activities

1. Contract with subconsultants and coordinate and monitor their work performance.
2. Prepare, update and maintain a work plan and project instructions.
3. Attend or hold teleconferences on a monthly basis, or as required by the City project manager, to review the status of the planning effort. Progress meetings will normally be conducted via teleconference.

4. Document meeting decisions and action items; assign the activities to team members; and follow up to ensure timely resolution.

5. Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion; manage activities within total project budget and scope.

6. Monitor project activities for potential changes, anticipate changes whenever possible, and with City approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.

7. Manage the quality control review of all work activities and project deliverables; note that execution of the QA/QC program will be completed under the appropriate task.

8. Prepare and submit monthly invoice to include: narrative status report, invoice, project expenditure cost table by task, and a summary schedule status.

Deliverables:

1. Project management plan
2. Monthly progress reports and invoices

TIME OF PERFORMANCE

Work under this task order shall be completed by January 15, 2016.

Exhibit A
City of Grants Pass, OR
Webster Pump Station No. 1 Design Services
Level of Effort and Fee Estimate

Carollo Engineers...Working Wonders With Water

	Tasks	Carollo Engineers Labor							Expenses						Task Subtotals
		PM	PE	EIC	CAD	Clerical	Total Hours	Carollo Labor Cost	PECE @ $/hr	Subs			Other Direct Expenses	Total Direct Charges	
		Gresh	Maremanda	Engr						Thornton Engg	Peter D Allen	Galli Group			
		$210	$150	$160	$125	$80			$ 11.90						
1	**Field Investigation**														
1.1	Survey Services (ZCS)	2.0	6.0		8.0		16.0	$ 2,320	$ 190		$ 4,800		$ -	$ 4,990	$ 7,310
1.2	Geotechnical Investigation (Galli Group)	8.0	2.0				10.0	$ 1,980	$ 119			$ 5,100	$ -	$ 5,219	$ 7,199
	Subtotal Task 2	**10.0**	**8.0**	**0.0**	**8.0**	**0.0**	**26.0**	**$ 4,300**	**$ 309**	**$ -**	**$ 4,800**	**$ 5,100**	**$ -**	**$ 10,209**	**$ 14,509**
2	**Construction Documents**														
2.1	Design CAMP	6.0	16.0	12.0	12.0		46.0	$ 7,080	$ 547	$ 1,155			$ 905	$ 2,607	$ 9,687
2.2	Prepare 50% Submittal	4.0	40.0	24.0	32.0	8.0	108.0	$ 15,320	$ 1,285	$ 3,125			$ -	$ 4,410	$ 19,730
2.3	Prepare 90% Submittal	4.0	50.0	20.0	32.0	8.0	114.0	$ 16,180	$ 1,357	$ 4,155			$ -	$ 5,512	$ 21,692
2.4	Bid-Ready Documents	4.0	24.0	20.0	30.0	12.0	90.0	$ 12,350	$ 1,071	$ 2,920			$ -	$ 3,991	$ 16,341
2.5	Cost Estimate	2.0	12.0	2.0			16.0	$ 2,540	$ 190	$ 570			$ -	$ 760	$ 3,300
2.6	Meetings (2)	4.0	4.0	4.0			12.0	$ 2,080	$ 143	$ 500			$ -	$ 643	$ 2,723
	Subtotal Task 2	**24.0**	**146.0**	**82.0**	**106.0**	**28.0**	**386.0**	**$ 55,550**	**$ 4,593**	**$ 12,425**	**$ -**	**$ -**	**$ 905**	**$ 17,923**	**$ 73,473**
3	**Project Management**														
3.1	Project Management Plan		2.0				2.0	$ 300	$ 24				$ -	$ 24	$ 324
3.2	Project Management	8.0	6.0				14.0	$ 2,580	$ 167				$ -	$ 167	$ 2,747
3.3	Monthly Progress Reports		6.0				6.0	$ 900	$ 71				$ -	$ 71	$ 971
	Subtotal Task 3	**8.0**	**14.0**	**0.0**	**0.0**	**0.0**	**22.0**	**$ 3,780**	**$ 262**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 262**	**$ 4,042**
	Totals:	**42.0**	**168.0**	**82.0**	**114.0**	**28.0**	**434.0**	**$ 63,630**	**$ 5,165**	**$ 12,425**	**$ 4,800**	**$ 5,100**	**$ 905**	**$ 28,395**	**$ 92,025**

Item: Motion allowing change of work hours for the Department of Human Services Building Project. 2101 N.W. Hawthorne Ave.

Date: August 17, 2015

SUBJECT AND SUMMARY:

This motion would allow Fortis Construction, Inc. to alter their work hours from August 18 through October 1, 2015. Night work in residential zones requires council approval. The work site is in a commercial zone but residential properties are directly across the street.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **KEEP CITIZENS SAFE** by allowing construction to start earlier in the day to avoid dangerous temperatures.

CALL TO ACTION SCHEDULE:

Call to action schedule: August 17, 2015.

BACKGROUND:

Fortis Construction is requesting an exception to the 7 a.m. normal start time for construction. This exception would assist their workers by starting early to avoid the dangerous temperatures that occur in the afternoon hours. Safety is their first priority. The contractor has assured staff every effort will be made to minimize noise during the early morning work hours. Truck traffic for concrete pours will be directed to an approved access point off of Morgan Lane.

They are asking for approval to start all workers at 6 a.m. until October 1. Additionally, they are hoping to gain access as early as 4 a.m. for four large concrete pours that are scheduled to start on August 31. These large slab pours take many hours to set up and at the current start time of 7 a.m. workers would need to do the most strenuous work in the hottest part of the day in direct exposure to the sun and heat.

The City will also issue a press release prior to the work. This press release will notify the media, the Department of Public Safety, utilities and the general public of the upcoming work. Parks & Community Development sent out notices to adjoining residential properties informing them of a pending Council decision.

COST IMPLICATION:

None.

ITEM: 2.c. MOTION ALLOWING CONSTRUCTION AT NIGHT AT THE DEPARTMENT OF HUMAN SERVICES BUILDING AT 2101 N.W. HAWTHORNE AVE.

Staff Report (continued):

ALTERNATIVES:

Council can allow the altered work hours to be performed; or Council can choose to not allow the altered hours.

RECOMMENDED ACTION:

Staff recommends approval to allow the work to continue in a safe manner.

POTENTIAL MOTION:

I move to allow Fortis Construction, Inc. to alter their work hours from August 18 through October 1, 2015.